

**EVALUATION COMMITTEE MEETING MINUTES**  
**IN-HOME SERVICES FY2008 – MADISON AND BEAVERHEAD COUNTIES**  
**REGION IV**

A selection committee meeting to evaluate proposal responses received for In-Home Services, in Beaverhead-Madison Counties of Region IV. The meeting was held on Friday, June 29, 2007, in the conference room of Child and Family Services, 700 Casey Street, Butte, MT. The meeting came to order at 10 a.m. and concluded at 11:45 a.m. In attendance were the Region IV evaluation committee members: Kathy Ostrander, Mike Clements, Elizabeth Foster, and Marcia Dias.

The purpose of the meeting was to evaluate RFP responses received for providing In-Home Services in Beaverhead/Madison Counties of Region IV. There was only one response to this RFP, and that response was from AWARE, Inc.

AWARE, Inc., located in the Dillon office, was the former contractor for In-Home Services in this area. Nevertheless, the committee had decided, earlier in the month, to evaluate the proposal to insure that it would meet the service need in this area.

Each member of the committee scored items in the proposal individually. Then ratings on each item were discussed and by group consensus a master score for each item was agreed upon. The summation of all item scores gave the total score.

The scoring results for: AWARE, Inc. was 93 out of 100 possible points.

Overall, the committee was pleased with the proposal. There were two some concerns related to the professional backgrounds of staff positions and their bearing upon service provision within this contract. Marcia Dias agreed to negotiate these areas with the potential contractor.

The Committee unanimously decided to award AWARE, Inc. a contract to provide In-Home Services to families in Beaverhead and Madison Counties.